



March 25, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

KITCHEN SUPERVISOR

PC #122

Position Overview

Department:

Centre County Correctional Facility
700 Rishel Hill Road
Bellefonte, PA 16823

Base Pay:

Salary Grade: N-08
\$13.52—\$15.23/hour
Non-Exempt

Shift Available:

Full—Time
Shifts Vary

Required Education:

- High school diploma or equivalent.
- Plus ability to read and follow instructions.

Required Experience:

- None required; restaurant or institution kitchen experience helpful.

Special Requirements

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.
- Please fill out a supplemental questionnaire and PREA supplemental form and attach it to your application. It can be found in the Human Resources office or attached to the job posting online.
- This is a safety/security position and requires successful completion of several pre-employment requirements.

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- Supervises and instructs approved inmate workers to ensure that all scheduled functions are performed and all safety and sanitation regulations are followed.
- Enforces the policies and procedures of the facility.
- Reviews menus and special diets to determine type and quantity of food preparation required.
- Follows recipes and instructs inmates to prepare meals as directed.
- Supervises food preparation and cooking of all food items and menu selections.
- Operates ovens, stoves, and other kitchen equipment as required.
- Maintains a daily count and control of all cooking and food preparation utensils.
- Ensures inmates follow all safety and sanitation regulations.
- Maintains cleanliness and sanitation of kitchen and equipment, including utensils, pots, and pans.
- Completes maintenance requests and maintains equipment as needed.
- Completes logs and reports, including inventories and temperature logs.
- Inventories and directly distributes chemicals as needed.
- Receives incoming shipments as needed and supervises proper stocking of food items.
- Conducts searches of to include clothed body and area searches.
- Assists in answering telephone in the kitchen and assists Food Service Manager with miscellaneous paperwork.
- Assists Food Service Manager with placing vendor orders.
- Assists with training of new kitchen supervisors as needed.
- Attends meetings, in-service, and training as directed.
- Performs other job related duties as assigned.
- Assumes the responsibilities of the Food Service Manager in his/her absence.

Equal Opportunity Employer